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From: Danforth, Deborah (DPH)
Sent: Thursday, November 10, 2011 10:16 AM
To: Hanchett, James (DPH)
Cc: McGuire, Thomas M (DPH)
Subject: NEOS Order

Jim,

On October 13 Tom McGuire email you about the new Purchasing Program, which is internet based, which means you can enter your own orders. As of today no one from the Amherst Laboratory has come in for training on this new program. I have a NEOS order that was faxed over today that I will enter into the purchasing system but this will be the last order we enter. Someone from the lab will need to be trained on how to use the program for all future orders.

Debbie